



Governor's Grants Program

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FEDERAL STATE ACCESS AND VISITATION PROGRAM

Fiscal Year 2008
Grant Application

APPLICATION DEADLINE:

**SUBMITTED BY MIDNIGHT SEPTEMBER 14, 2007
ON THE GRANT PORTAL**

**OFFICE OF THE GOVERNOR
KATHLEEN SEBELIUS
GRANTS PROGRAM**

**FEDERAL STATE ACCESS AND
VISITATION PROGRAM GRANT**

APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANTS PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED BY MIDNIGHT, SEPTEMBER 14, 2007 WILL NOT BE ACCEPTED.

**PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.**

GUIDELINES

FEDERAL STATE ACCESS AND VISITATION PROGRAM POLICY GUIDELINES

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of the grant awarded from the Federal State Access and Visitation Program (SAVP) pursuant to P.L. 104-193.

CRITERIA

The purpose of this grant program is to increase, enhance, expand, or initiate grant projects that provide services and assistance to children and families in need of supervised exchange or visitation. Assistance may encompass a wide range of support services. Specific services to be provided and the specific target group should reflect local needs and priorities. Activities may include: on-site supervision, exchange monitoring, therapeutic supervision, recording observations of visits, referrals to other services and educational parenting classes. Such indicators as number of staff assigned, the type of services provided, number of children and families served and the number of personnel and others trained may be used to evaluate the efficiency and impact of the proposed grant project.

MATCH REQUIREMENT

Non-federal matching contributions of 10 percent (cash or in-kind) of the total cost of the SAVP grant project (SAVP grant funds plus match) are required for each SAVP grant project and must be derived from non-federal sources.

APPLICATION DEADLINE

Each grant application must be **received** via the Grant Portal **by midnight September 14, 2007.** (See instructions)

AVAILABLE FUNDS

Each eligible applicant must receive 50 percent or more of its agency budget from sources other than funds distributed through this grant fund. Other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personal services. No maximum or minimum dollar amounts have been established for individual grant awards.

LIMITATIONS OF FUND USE

- (1) These grant funds shall not supplant other federal, state, or local funds that otherwise would be available for child exchange and visitation grant projects.
- (2) It shall be the purpose of this grant to increase, enhance, expand, or initiate grant projects to provide supervised exchange and visitation services.
- (3) Equipment and hardware are unallowable costs.
- (4) General salaries and personnel costs are unallowable unless necessary and essential to the grant project's success.
- (5) Construction or land acquisitions are unallowable costs.
- (6) The use of grant funds is prohibited for grant projects that offer a low probability of improving services to children and families as determined by fiscal and grant project audits and grant reviews.
- (7) Administrative/indirect costs. The use of grant funds to pay for costs incurred in applying for, administering, or auditing the grant is not allowed. Similarly, indirect costs are not allowed.
- (8) Because of limited funding, items pertaining to the area of magazine subscriptions, membership dues, etc., will not be allowed. Similarly, funds for training will not be allowed.

GRANT PROJECT PERIOD

Each grant project funded under this grant fund shall be for a period of 12 months from October 1 to September 30. Any funds not expended by September 30, 2008, must be returned to the Office of the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the Federal State Access and Visitation Program:

- (1) The monthly **Financial Status Report** provides fiscal information on expenditures during the month. Monthly reimbursements are made based on this expenditure report. These reports are due 15 days after the end of each month;
- (2) The quarterly **Grant Project Statistical Reports** (due 15 days after each quarter) and annual **Federal Statistical Report** (due 15 days after the end of the 12-month grant project period) provide statistical information on children and families being served;
- (3) The semi-annual **Grant Project Narrative Report** provides a narrative description of the activities during the reporting period and is due 15 days after the end of each six-month grant project period;

- (4) The **Projection of Final Expenditures Report** is due July 15, 2008.
- (5) The Governor's Grants Program staff will conduct grant project analysis and on-site grant compliance reviews.
- (6) Any other reporting procedures which may be required by the federal government or the Governor's Grants Program Staff at any time.

Copies of financial and programmatic records must be maintained at the local level for a period of **five years** following the close of the grant project period.

CONDITIONS OF GRANT AWARD

If Federal State Access and Visitation Program grant funds are awarded, providers must comply with the Child Exchange and Visitation Center Guidelines developed by the Office of the Kansas Attorney General. All approved applicants are responsible for providing a copy of any revisions and/or updates to the operations manual to the Office of the Governor's Grants Program.

INSTRUCTIONS

GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to apply for the Federal State Access and Visitation Program Grant on the web-based Grant Portal for the Governor's Grants Program at <https://www.accesskansas.org/ssrv-ksgrants>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.** The application is due on the Grant Portal **no later than midnight, September 14, 2007.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

Access Request

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the next section.

1. No later than August 31st (recommended), go to <https://www.accesskansas.org/ssrv-ksgrants/access.do> and complete the Access Request form. There is only one login ID accepted per agency.
2. Fill in the information requested in the appropriate fields and click on "Submit." If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a temporary password for login.

Preparing the Application to Submit Electronically

1. Before accessing the website, please make sure that you have as much information prepared as possible. The website has the grant application broken into three phases: General Information, Budget and Attachments.
2. General Information: All of the required data for this section is self-explanatory and many fields are pre-populated based on the agency's Access Request information.
3. Budget: You are required to enter budget data into the system, including grant request dollar amounts and a description/computation for each line item.
4. Attachments: Other than the general information and proposed grant project budget information, all components of the grant application must be submitted as attachments in the

Grant Portal. There are **six** attachments required. Please prepare the attachments ahead of time by saving the components in electronic format (PDF, Word document, or Excel spreadsheet) as described below.

- a. Project Narrative: This attachment must include Prior Accomplishments, Goals, Objectives, Project Monitoring and Evaluation, Project Collaboration, Underserved Population, Civil Rights Contact Information and Audit Information sections of the grant application.
- b. Program Budget
- c. Current and Next Fiscal Year Agency Budgets
- d. 501(c)(3): The applicant's proof of 501(c)(3) status must be scanned (if the agency does not have a scanner, utilize a local copy center) and save as a PDF document on your computer before it can be uploaded.
- e. Kansas Secretary of State Certificate of Good Standing: If the Kansas Secretary of State's Office cannot provide the certification in an electronic format, this document must be scanned (if the agency does not have one, utilize a local copy center), and save as a PDF document on your computer before it can be uploaded.
- f. Certifications Forms: The applicant must complete, scan and save as a PDF document on your computer before it can be uploaded.

Accessing the Site

1. When the Access Request has been approved by the Governor's Grants Program, an email will be sent from the Help Desk to the applicant's email address provided. The approval will include a temporary password to be used to access the Grant Portal.
2. Click on the following link to enter the Grant Portal website:
<https://www.accesskansas.org/ssrv-ksgrants>.
3. The user's ID is the Email Address provided for the Access Request. Please enter your full email address in the space provided. Enter the temporary password provided in the access approval message and click "Log in." The system will immediately take you to a "Change Password" screen. Please note that passwords must be at least 8 characters and must contain at least one letter, one number and one symbol. After your password is changed, click on "Home."

Submitting the Application

1. First, please note that the website will automatically log you off the system if there is 30 minutes of no activity.
2. There are five (5) tabs across the top of the page. You will start on the “Introduction” tab. As stated in the introduction, you must complete three (3) sections, the General Information, Budget and Attachments, before submitting the application.
3. General Information: Click on the “General Info.” tab across the top of the screen. You will see organization information, contact information and project information. Some of the information is filled in for you. Please scroll down the page, reviewing the information until you get to the Primary Contact box, where you begin entering data. When all the data is entered, click on “Submit” at the bottom of the page. If any data is not valid, you will see an error message in red indicating you need to correct one of the data boxes. If everything is complete as required, you will see a General Information Verification screen for your review. Please review the data and if it appears correct, click “Continue” and you will be finished with this section. If you need to change anything, click on “Modify” to edit information.
4. Budget: Click on the “Budget” tab across the top of the screen. It is recommended that you start with Personnel and work across from left to right, viewing each budget category. It is a requirement that a dollar amount is entered into each line item, even if it is zero.
 - a. In the Personnel screen, click on “Add Personnel” and complete the fields as they appear. For the ‘Description,’ you must enter computations. When all the data is entered, click “Continue” at the bottom of the page. If any data is not valid, you will see an error message in red indicating you need to correct one of the data boxes. If everything is complete as required, you will see a Personnel Verification screen for your review. Please review the data and if it appears correct, click “Continue” and you are finished with this line item. If you need to change anything, click “Modify” to edit information. If you need to enter additional staff, click on “Add Personnel” again and repeat the process. If you are done with Personnel, click on the Benefits tab.
 - b. In the Benefits screen, fringe benefits line items are listed. Please note that it states ‘incomplete.’ Click “Modify” in the FICA line item to enter the budget amounts, even if it is zero (if dollar amounts are zero, a ‘Description’ is not required). When all the data is entered, click “Continue” at the bottom of the page. If any data is not valid, you will see an error message in red indicating you need to correct one of the data boxes. If everything is complete as required, you will see a Fringe Benefits Verification screen for your review. Please review the data and if it appears correct, click “Continue” and you are finished with this line item. If you need to change anything, click “Modify” to edit information. Repeat this process for all other line items. If you need to create a new Fringe Benefits line item, click “Add Fringe Benefits” and repeat the process.

- c. Repeat the same process for Travel, Supplies and Communications, Facility Costs, Contractual Services and Other.
 - d. When all the budget information is entered, click the Summary tab. You will see each budget category listed with a status of complete or incomplete. If any budget category is incomplete, click “Modify” link to go directly to that budget screen for editing.
- 5. Attachments: Click the “Attachments” tab across the top of the screen. There are **six** attachments required that must be in a PDF, Word document, or Excel spreadsheet format.
 - a. Project Narrative: This attachment must include Prior Accomplishments, Goals, Objectives, Project Monitoring and Evaluation, Grant Project Collaboration, Underserved Population, Civil Rights Contact Information and Audit Information sections of the grant application.
 - b. Program Budget
 - c. Current and Next Fiscal Year Agency Budgets
 - d. 501(c)(3): The applicant’s proof of 501(c)(3) status must be scanned (if the agency does not have a scanner, utilize a local copy center) and save as a PDF document on your computer before it can be uploaded.
 - e. Kansas Secretary of State Certificate of Good Standing: If the Kansas Secretary of State’s Office cannot provide the certification in an electronic format, this document must be scanned (if the agency does not have one, utilize a local copy center), and save as a PDF document on your computer before it can be uploaded.
 - f. Certifications Form: This document will need to be printed, signed, scanned and saved as a PDF document on your computer before it can be uploaded.

Click “Add Attachment.” You will see an “Upload” field with a “Browse” button next to it. Click “Browse” and you will be directed to your computer folders. Find the ‘Project Narrative’ file you saved for the application, select it and click “Open.” The file should appear in the “Upload” box. Click “Save.” You will see a File Information screen to verify the information. If it appears correct, click “Continue.” Follow the same process for the remaining attachment.

- 6. Submit: Click the “Submit” tab across the top of the screen. There is a status for each of the three sections of the grant application, either complete or incomplete. If you need to change anything, click “Modify” to go directly to that section for editing. If everything is complete as required, you can click “Submit Application.” Do **not** click “Submit Application” unless you are certain you are done; after submitting the application it is locked and you will only be able to view it and not edit. You should receive a message screen telling you the application was submitted successfully.
- 7. Log out of the system and you are done submitting your grant application!

GENERAL INSTRUCTIONS

BUDGET INFORMATION

Complete the Budget section on the Grant Portal as accurately as possible. All amounts should be rounded off to the nearest whole dollar. The request should be reasonable to reach the proposed goal(s) and objectives. When listing Personnel positions, **indicate if each position is a new position (N) or an existing position (E) to the program. Each position has only one title.** Use only the official title on the Budget Summary Form and in the Budget Narrative. Please state any new job duties or functions in the Budget Narrative.

Show all calculations used to arrive at each line item request. For example, for items such as personnel, show the annual salary rate and the percentage of time devoted to each personnel position to be paid for with these grant funds. For fringe benefits, show the specific rate being applied, etc. If a position will not be filled for the entire 12-month grant period, prorate the salaries and fringe benefits to reflect the same time frame used in the goal(s) and objectives.

Please use the following format when preparing each budget category for the budget descriptions and computations:

Example:

Name/Position or Item with Description	Purpose	Location, if applicable	Computation	Request
Personnel: Program Coordinator (N)	To coordinate supervised visitation and monitored exchange visits. Track quarterly statistics; oversee day-to-day center operations.		\$12.00 per hour x 1040 hours	\$ 12,480
Fringe Benefits: FICA			12,480 x 7.65%	\$ 955
Contractual: Security	To provide security during supervised visitation and monitored exchange	Child Exchange and Visitation Center	\$10.00 per hour x 10 hours per week for 52 weeks	\$ 5,200
Total Project				\$ 18,635

***Please note that for purposes of this application and grant program, SAVP grant project funds will not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor's Grants Office can be used to make up the difference.**

PROJECT NARRATIVE (Attachment #1)

Submit the application requirements in Times New Roman 12 point font size. No sections of the application should be submitted in landscape format. Use the download forms in the Grant Portal where applicable. Keep the information as brief as possible and explanatory statements clear and concise. **Do not submit any items not specified in the instructions (i.e. pictures, news articles, letters of support) other than those requested. Do not include appendices, brochures, etc.** The following sections are to be included in the Project Narrative.

PRIOR ACCOMPLISHMENTS

Please share specific agency accomplishments from the previous 12-month period of July 1, 2006 to June 30, 2007. Include the number of children or families served by the agency. Describe any evaluations conducted and explain the results. If currently receiving SAVP funds, report the number of families served by the grant project, specifying what reporting period the numbers represent. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives.

PROPOSED GRANT PROJECT GOAL(S)

State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the agency as a whole. However, the goal(s) for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of the needs assessment.

PROPOSED GRANT PROJECT OBJECTIVES

List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem stated in the Problem Statement section and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project, and cover a single event or outcome. Include the strategies and action plans to meet each objective and a timetable to complete each activity.

Follow the format below when writing the grant project goal(s) and objectives.

Example:

Goal I: Provide a safe environment for families using center.

Objective	Activities	Person Responsible	Time Frame
1. 95 percent of families using the center will not have a security incident.	1. Trained security and agency personnel are present at all exchanges and visitations.	1. Security and agency personnel	1. Security incidents are documented immediately. Security incidents are tracked quarterly* to measure family safety. * January, 2008 April, 2008 July, 2008 October, 2008
2. 100 percent of families will adhere to agency policy and procedures.	2. (a) Center policy and procedures are reviewed with every family at intake, before any services will begin. (b) Any family member not complying with agency policy and procedures will meet with staff to avoid further disruption of services.	2. (a) Agency personnel (b) Agency personnel	2. (a) Intakes are scheduled with family within one month of referral. (b) Families not adhering to policy and procedures will be tracked quarterly*. * January, 2008 April, 2008 July, 2008 October, 2008
3. Three additional security personnel will be hired and trained.	3. (a) New security personnel will be trained on family issues such as divorce and domestic violence. (b) Center policy and procedures are reviewed with new security personnel.	3. (a) Agency personnel and area partner agencies (b) Agency personnel	3. (a) By December 31, 2007 (b) By December 31, 2007

PROPOSED GRANT PROJECT MONITORING AND EVALUATION

Describe the procedure for monitoring the proposed grant project. Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives.

PROPOSED GRANT PROJECT COLLABORATION

Grant funds are maximized when community agencies work together at all levels. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents.

UNDERSERVED POPULATIONS

Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial, or cultural background; language diversity; people with disabilities; or geographic isolation, etc.

CIVIL RIGHTS CONTACT INFORMATION

Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met, and who acts as liaison in civil rights matters.

CURRENT AUDIT REPORT

If the applicant is a not for profit, include one copy of a current audit report and provide information on local audit procedures. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be, addressed by the applicant. **If the Governor's Grants Program has previously received a copy of the not for profit's most current audit report, please state so**

in the application and include information on what period was covered, who did the audit, and when it was done.

If the applicant is a city or county government, a current audit does not need to be submitted. However, government agencies must include information on who does the audit, when the last audit was performed, what period it covered and where the audit is filed.

PROGRAM BUDGET (Attachment #2)

Submit a complete and balanced budget for the operation of the child visitation and exchange program. The budget shall include fees collected and all other sources of revenue or income, as well as all expenses related specifically to the child visitation and exchange program.

CURRENT AND NEXT FISCAL YEAR AGENCY BUDGET (Attachment #3)

Submit the applicant's current fiscal year budget, including balanced income **and** expenses. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses.

Example: January 1 - December 31, 2007

SOURCE:	AMOUNT:	STATUS:	DATE
City of Topeka	\$10,000	Projected	10/07
Client Fees	1,000	Projected	12/07
United Way	5,000	Received	6/07
Walk-A-Thon	500	Collected	1/07
SAVP- GOV (Oct-Dec)	<u>4,193</u>	Requested	8/07
Total Agency Income	\$20,693		

PROOF OF 501(C) STATUS (Attachment #4)

If the applicant is a not for profit, submit proof of the applicant's exempt status as determined by the Internal Revenue Service.

SECRETARY OF STATE REGISTRATION (Attachment #5)

If the applicant is a not for profit, submit a **current** (less than one year old) copy of the applicant's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

CERTIFICATION FORMS (Attachment #6)

The applicant must carefully read, sign and submit the attached certification forms regarding drug-free workplace, environmental tobacco smoke and lobbying requirements.

ATTACHMENTS

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under

paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant certifies that it will comply with the requirements of this Act.

Signature

Date

Name and Title of Authorized Certifying Official

Name of Organization

Address of Organization

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or

entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization